# Using DOORS and USAJOBS: A Help Guide

The Department of Labor (DOL) Online Opportunities Recruitment System (DOORS) is an automated e-Recruit system that allows you to access vacancy announcements and apply for jobs. DOORS is fully integrated with USAJOBS, the official job Web site of the U.S. Government.

#### 1. Search for DOL JOBS

Find DOL jobs by visiting one of these two Web sites:

DOL Web site: www.dol.gov/jobs

- Enter your job search preferences.
- Scroll to bottom of page and answer 'Applicant Eligibility' question.

**NOTE**: Click YES if you are a Federal employee or meet other specified criteria.

Click on SEARCH FOR JOBS

USAJOBS Web site: www.usajobs.gov

■ Search jobs by entering a job title, keywords, and/or a location. Click on

Search

- Use the *Refine Your Results* options.
  - o You can search by Grade, Job Categories, Agency, Salary etc.
  - For DOL specific vacancies, select 'Department Of Labor' under '
    Department and Agency.'

#### 2. Create a USAJOBS Account

- Access the USAJOBS Web site: <a href="https://www.usajobs.gov">www.usajobs.gov</a>
- Click on the *Create An Account* link in the upper right.

■ Fill out the requested information. When finished, click *I agree*. *Create My Account*.

### 3. Get the Latest Job Postings

The *USAJOBS Saved Searches* automatically searches for vacancies and notifies you by e-mail on a regular basis.

### To set up a new Saved Search:

- Access www.usajobs.gov, click on Sign In and log into your account.
- Click on *Saved Searches* under 'My Account' and click on *Create a new* saved search.
- Specify your search criteria and how often you wish to receive e-mail notifications.
- Name your Saved Search and click on *Save Search*. You can create up to 10 job Saved Search.

# 4. Create Your Resume and Upload Documents in USAJOBS

You have two options to create your resume 1) Build your resume (Preferred Method) and 2) Upload your resume.

#### **Build Your Resume**

- Access <u>www.usajobs.gov</u>, click on *Sign In* and log into your account.
- Click on *Resumes* under 'My Account'. Select *Build New Resume*.
- Give your resume a name in the "Resume Name Field"
- Complete the 5 steps below to build your resume. Click on ②for additional information.

 To ADD an item such as *Experience*, complete the fields first, then click

## Save Experience

- To make a CHANGE, select the link that appears in the first field at the top of the screen. Make your edits, and the click the Save field button under "Spell Check".
- To DELETE field information, click the next to the field summary at the top of the step.
- To DELETE an Resume, return to the "Resumes", locate the Resume name you want to delete and select "Delete".

## **Upload Your Resume**

- Click on Resumes and click on **Upload New Resume**
- Name your resume in the blank field provided.
- Click Browse and select the file you wish to use.
- Click Upload

## **Upload Supporting Documents**

- Upload up to 6 documents with your resume, such as Cover Letter, DD-214, SF-15, SF-50, OF-306, transcripts or other types of documents.
- Under 'My Account,' select *Saved Documents* and enter a name for the attachment
- Select the document type
- Click Upload

## 5. Apply for a Vacancy

- Return to "Search Jobs" from the header menu to search for jobs and get a list of vacancies.
- Click on job title and select each tab to view details of the announcement.



■ Click "Apply Online" from the side buttons.



- Log into <u>USAJOBS</u>, if you are not currently logged in.
- Select your resume and any supporting documents using the radio buttons, then check the "preview" verification and the "Certify" verification check boxes, and click:

Apply for this position now!

- You will be taken to DOL's DOORS application system.
  - o Click Apply for this Vacancy.

\*Note If not already registered in DOORS, you will need to create your DOL profile account first by clicking "Begin" and following the steps.

- Answer the Vacancy Questions.
- On the Documents screen, submit the appropriate documents. For more information, read <u>How to Submit Supplemental</u>
  Documentation.
- o Review your application and click "Finish"

### 6. Edit Your Application

- Access <u>www.usajobs.gov</u>, click on *Sign In* and log into your account.
- Click on *Application Status* on the side menu. You may access your applications for the past 18 months.
- Under the *Job Summary* heading, click on the title of the application you wish to edit. Note: The vacancy must still be open in order to edit the application.
- After selecting the job title, Click Update Application
- To make edits, proceed to the section to edit and make changes. The new information will replace the original entry.

#### 7. Check Job Status

USAJOBS tracks jobs for 18 months.

- Go to <u>www.usajobs.gov</u>, login (if necessary), and select *Application Status* from the side menu.
- Your job application history will be displayed.
- Under the 'Application Status' column, click the *more information* link.

# Help

For general information on DOL job applications visit www.jobs.dol.gov.

Need a USAJOBS tutorial? Use guides at:

http://www.opm.gov/job\_seekers/usajobsTransition.asp.

Vacancy questions: contact the agency's "Point of Contact" identified on the announcement.

Technical issues: e-mail <a href="mailto:DOORS@dol.gov">DOORS@dol.gov</a>.

Submitting supplemental documents? Visit <a href="www.jobs.dol.gov">www.jobs.dol.gov</a> and review

How to Submit Supplemental Documentation.